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James A. Carder
Director
Division of Accounting

MEMORANDUM

TO: Agency Payroll Officers
FROM: Jack Dothage
DATE: May 15, 2002
RE: FY 2003 LDPR Changes

Because the LDPR table reads the Expense Budgets that are maintained in the SAM II Financial System, LDPR cannot be updated with new accounting codes until those Expense Budgets are loaded with FY03 data. Division of Information Services has downloaded the current LDPRs for your agency that are in the HR system as of May 15, 2002. These are included on the enclosed file or diskette in Access Database format.

Agencies can make LDPR changes for FY03 in one of two ways:

- Manually in the online HR system, once the system is available after the Expense Budget Load process, OR
- Make any expected **changes or additions** for FY03 LDPRs to the file or diskette, and then return to Kristen Eisterhold in Division of Information Services, HST Room 280. Any FY02 changes or additions made online after May 15th, should also be changed or added to the Access file since it was not included upon creation of the file.

All deletions will need to be entered online by the agencies after the FY03 LDPRs are loaded to HR.

DIS will load the files of updated LDPRs from these diskettes as early as July 1, upon completion of the Expense Budget load. The deadline for submission of the corrected database diskette is Friday, June 28th at Noon. Any late submissions will need to be keyed manually, by the agency, prior to paycycle run time on July 7th. Any LDPRs that reject will be forwarded to agencies for corrections online.

Financial System downtime does not directly impact the availability of the HR system. However, any ESMT, AGYS, LDPR, or PSMT changes that will require **new** FY03 information will be dependent on the timing of the Expense Budget load into Financial. Agencies will be notified by the HR email distribution list when the HR system becomes available. Division of Accounting has extended the entry period to accommodate any delays in this process and the needed entry time for FY03 personnel transactions. Preliminary paycycle will begin at **Noon** on Sunday, July 7th.

If you have any questions regarding the LDPR Access file, please contact Kristen Eisterhold at 573-522-1837. If you have other questions, please contact Vandee DeVore at 573-522-5863.